

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 15-133**

<b>OPEN TO:</b> All Interested Candidates	<b>OPENING DATE:</b> August 28, 2015
<b>TITLE:</b> Human Resources Specialist	<b>CLOSING DATE:</b> September 10, 2015
<b>GRADE:</b> FSN-10	<b>AGENCY:</b> USAID
<b>POSITION NO:</b> 80065-037	<b>LOCATION:</b> Islamabad
<b>SALARY:</b> Rs.2,154,963/- P.A. (Starting salary)	

**\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Human Resources Specialist for the Office of Executive Management in Islamabad. The position is classified at the FSN-10 grade level. The starting salary for this position is Rs. 2,154,963 per annum and the maximum range is Rs. 3,998,103 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

**BRIEF DESCRIPTION OF DUTIES:** The Human Resources Specialist works under the direct supervision of the USAID/Pakistan's HR Specialist and under the overall supervision of the Lead HR Specialist. Completed work is reviewed in terms of achievement of goals, effectiveness in meeting work objectives and successful coordination of assigned activities. The HR Specialist works as a full member of the HR Division and Executive Office Team. The incumbent assists in all areas related to management of the employment processes for US Personal Services Contract (USPSC) and Third Country National (TCNPSC) employees of the Mission. In addition, the incumbent manages selected portions of US Direct Hire (USDH) processes that are similar to those associated with USPSC and TCNPSC HR management (i.e. arrival and departure/check-in and check-out processing, official assignment and/or reporting cables, visa and Ministry of Foreign Affairs card processing, etc.). As required, the incumbent will also backstop other Human Resources Division staff on Foreign Service National (FSNPSC) position and employee matters.

**QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:**

**EDUCATION:** Successful completion of a university degree (16 years of education) in Human Resources Management, Public Administration, Business Management, Contracting, or in a closely related field is required.

**EXPERIENCE:** At least a minimum of five years of directly professional related experience in human resources management is required. One to two years of the total experience should be in an organization that provides direct experience in working with the US Government (USG), or another international non-governmental organization in an English-language environment.

**LANGUAGE:** Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

**KNOWLEDGE:** Work requires a thorough knowledge, or the ability to quickly gain a thorough knowledge, of USG Manuals and Handbooks (FAM/FAH) on compensation, position classification, and HR administration; a good knowledge of host-country labor law, and prevailing practice in compensation and employment; and, a thorough knowledge of personnel administration principles and benefits for all categories of international staff in Pakistan. The work requires a good understanding of position classification and organizational development principles, and knowledge of employment contracting policies. A working knowledge of USG travel administration rules, regulations, and practices is also needed.

**ABILITIES & SKILLS:** The work requires the ability to plan and organize HR work; establish priorities; direct and follow up on work activities; etc. The incumbent must exercise extreme diligence in HR matters, inspire confidence in clients, and establish and maintain effective working relationships with superiors, supervisors, and employees. The incumbent must maintain a positive customer service orientation, and be able to manage multiple priorities with

minimal supervision. The work requires the ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas and creative solutions. Must be able to handle requests and complaints promptly, effectively and diplomatically with all levels of international and local staff, other USG agencies' counterparts, and, from time to time, Government of Pakistan officials as well. The incumbent must be able to work under pressure, and to make decisions quickly and independently when dealing with emergencies.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

#### **TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position and subsequently applies for other positions within USAID/Pakistan.** Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

#### **DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 10, 2015**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation